

Administrative Order



Administrative Order No.: 7-14

Title: Safety and Loss Prevention

Ordered: 1/26/1993

Effective: 1/26/1993

AUTHORITY:

Section 4.02 of the Metropolitan Dade County Charter Section 2-42 (20) of the Metropolitan Code and all applicable Federal, State and Local regulations.

SUPERSEDES:

This Administrative Order supersedes Administrative Order 7-14, ordered December 18, 1973 and effective December 31, 1973.

POLICY:

It is the policy of Metropolitan Dade County to improve the effectiveness of public service by providing a safe and healthful work place for County employees, providing for the safety and health of the public, and preserving County resources, through the establishment and implementation of the Metro-Dade Safety and Loss Prevention Program.

PROCEDURE:

All County employees are responsible for ensuring their safety, as well as the safety of other employees, the public and County resources. The tasks, responsibilities, policy, procedures and regulations pursuant to the Metro-Dade Safety and Loss Prevention Program are detailed in the Metro-Dade County Safety Manual. It is the responsibility of each County employee to comply with the provisions of the Manual, as applicable to his/her job and responsibilities.

DIRECTOR, GSA RISK MANAGEMENT DIVISION

The Director, G.S.A. Risk Management Division, is empowered and authorized to establish and maintain an effective County-wide Risk Management Program. This Program shall include, but not be limited to, approving and overseeing a comprehensive, integrated and coordinated Metro-Dade County Safety and Loss

Prevention Program aimed at ensuring the safety of the public, County employees and County resources. The Director, G.S.A., Risk Management Division, is further empowered to order the cessation of unsafe activities or operations which are evaluated as presenting an immediate and serious hazard to the public, County employees and/or County resources.

Loss Prevention Unit, G.S.A. Risk Management Division

The Loss Prevention Unit Supervisor, G.S.A. Risk Management Division, is empowered and authorized to develop, implement, administer, update and revise the comprehensive Metro-Dade County Safety Manual. This Program will include, but not be limited to the identification, prevention, control and correction of unsafe conditions involving the design, construction, testing, maintenance and operation of County facilities. Further, the Loss Prevention Unit Supervisor and Loss Prevention Specialists are empowered and authorized, but not limited to:

- Ensure that all County departments, entities and personnel comply with all applicable provisions, tasks, safety rules, regulations and codes as specified in the Metro-Dade County Safety Manual.
- Conduct unannounced inspections of County facilities and operations aimed at identifying and eliminating unsafe practices, operations and/or conditions.
- Investigate accidents and claims of unsafe conditions involving the public, County employees and/or County resources.
- Advise departments of unsafe conditions identified and the necessary corrective actions.
- Oversee testing and abatement of hazardous substances and conditions (e.g., asbestos, lead, noise, etc.).
- Promote safety awareness (i.e., recognizing unsafe acts and hazardous conditions and how to prevent accidents) through safety training.
- Respond on an emergency basis to incidents involving death/serious injury or major damage to County Property.

DEPARTMENT DIRECTORS

Department Directors, including heads of official County entities (e.g., Agencies, Trusts, etc.), are responsible for maintaining and administering the Metro-Dade Safety and Loss Prevention Program, as specified in the Metro-Dade County Safety Manual, within their respective Departments, Trusts, Agencies, etc. This shall include the following:

- Implement a Departmental program of progressive disciplinary action, consistent with the current **County Disciplinary Action Administrative Order 7-3**, to address violations of safety practices and procedures by employees.
- Appoint a subordinate to serve as Departmental Safety Specialist.
- Appoint an Accident Review Board to review departmental accidents and report their findings and recommendations for remedial actions to the Department Director, with a copy to the Director of G.S.A. Risk Management Division.
- Cooperate fully with the G.S.A. Risk Management Division on matters pertaining to safety, health and property conservation.

DEATH OR SERIOUS INJURY/DAMAGE

In case of death or serious injury to a County employee or a member of the public involving County property, or serious damage to County property (e.g., an explosion at a County facility) the G.S.A. Risk Management Division shall be notified immediately as specified in the Metro-Dade County Safety Manual.

EMPLOYEE ON THE JOB INJURIES

It is the responsibility of each employee to immediately report any injury to his supervisor. Upon notification, the supervisor will complete the applicable form as follows:

The **First Aid Log** is completed for minor injuries where lost time does not exceed one shift and/or no medical attention is given. The Log remains in the department.

The **Notice of injury** and **Supervisor's Report of Employee Job Injury** forms are

completed for injuries where lost time exceeds one shift and/or medical attention is given.

The original forms shall be sent to the G.S.A. Risk Management Division within 48 hours of the injury, with copies to the employee's Departmental Safety Specialist and Personnel Officer.

DAMAGE OR INJURY INVOLVING COUNTY PROPERTY/VEHICLE

Employees witnessing or having knowledge of a County vehicle accident, injury to an employee or member of the public on County property, or damage to County property/equipment shall obtain all pertinent information (e.g., names and addresses, locations, driver's license and vehicle tag numbers, general descriptions of persons and vehicles involved, etc.). The employee shall report the incident to his supervisor, who in turn, shall contact G.S.A. Risk Management Division and submit written documentation as requested.

Employees in County vehicles involved in an accident shall obtain the pertinent information as stated above, contact the Metro-Dade Police, and complete the Notice of Automobile Accident form and forward the original to G.S.A. Risk Management within 48 hours of the accident. EXCEPTION: If the accident results in serious injury or death, request medical attention by calling 911 and call the G.S.A. Risk Management Division immediately.

This Administrative Order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.

County Manager